DEPARTMENT OF THE NAVY
COMMANDER
NAVAL METEOROLOGY AND OCEANOGRAPHY COMMAND
1100 BALCH BOULEVARD
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NAVMETOCCOMINST 3030.5
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NAVMETOCCOMINST 3030.5

From: Commander, Naval Meteorology and Oceanography Command

Subj: CONTINUITY OF OPERATIONS PLAN (COOP)

Ref: (a) OPNAVINST 3030.5

Encl: (1) Naval Meteorology and Oceanography Command COOP

1. Purpose. To delineate Commander, Naval Meteorology and Oceanography Command (CNMOC) policy and responsibilities for implementing a Continuity of Operations Plan (COOP).

2. Cancellation. NAVOCEANCOMINST C3510.1 and NAVMETOCCOMINST 3121.1B. This instruction is a complete revision and should be read in its entirety.

3. Applicability. This directive applies to all CNMOC activities.

4. Discussion. In the event an of attack or following a disaster, certain critical Naval functions must be maintained. Reference (a) requires that Department of the Navy activities develop, maintain, and test COOPs for Mission Essential Functions (MEFs). The NMOC MEFs and responsible organization are delineated in enclosure (1), and COOPs will be developed, reviewed, and tested at least annually. These COOPs will include (but are not limited to):

a. Program guidance, management, and implementation.

b. Plans and planning process.

c. COOP training and exercises.

d. Communications, information assurance, information management, and necessary infrastructure logistics support.

e. Funding and acquisition.

f. Personnel.
g. Security.

Execution of the COOPs will be determined on a case-by-case basis.

5. Action. Per reference (a), the following responsibilities are levied.

a. Chief of Staff, Naval Meteorology and Oceanography Command; Commanding Officer, Fleet Numerical Meteorology and Oceanography Center; Commanding Officer, Naval Oceanographic Office; Commanding Officer, Naval Meteorology and Oceanography Professional Development Center; Superintendent, Naval Observatory; Commanding Officer, Naval Oceanography Operations Command; and Commander, Undersea Surveillance will:

(1) Establish, train to, and test COOPs that guide execution, relocation, and reconstitution of forces in three phases of response to ensure MEFs at impacted sites under their direct control are performed. The three phases of response are identified as:

(a) Pre-Event Phase. Only direct support for military operations will take priority over actions to coordinate, alert, and implement readiness measures and to protect personnel and critical resources through dispersal or relocation.

(b) Trans-Event Phase. While ensuring direct support for military operations, succession of key leadership and repositioning of emergency staff relocation (ESR) personnel are a primary concern. Actions include ESR deployment, alternate site activation, transfer of command and control, and reconstitution of critical staff.

(c) Post-Event Phase. Continue to focus on military operations, communications, and recovery in the affected disaster areas. Sustain ESRs and the associated MEFs while managing force flow to augment recovery operations. Plan transition of staff and functions back to permanent location.

(2) Ensure the ESR team members are identified and trained. Ensure availability of adequate workspaces and communications at alternate sites.

Exercise ESR capabilities annually to ensure viability of MEFs conducted by the ESRs. Enclosure (1) provides a list of NAVMETOCCOM Staff ESRs and their planned Trans-Event Phase reconstitution sites in the threat or event of incapacitation of Stennis Space Center, MS. Fleet Numerical Meteorology and Oceanography Center, Naval Oceanographic Office, Naval Observatory, Naval Meteorology and Oceanography Professional Development Center, and Commander, Undersea Surveillance will promulgate individual COOPs via separate correspondence.

(3) Identify and track resources needed to ensure MEFs are performed in the event of a disaster. Establish written guidance and agreements between activities that ensure viability of MEFs. Exercise alternate site MEF operations annually to ensure viability of MEF capabilities at alternate sites.

6. Changes. Submit change requests for this instruction to the COMNAVMETOCCOM Chief of Staff.

JONATHAN. W. WHITE
Chief of Staff

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Naval Meteorology and Oceanography Command Continuity of Operations Plan (COOP)

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1. Executive Summary. This Continuity of Operations Plan (COOP) provides the means to continue mission essential functions (MEFs) during national security emergencies and events requiring all or part of the Naval Meteorology and Oceanography Command (NAVMETOCCOM) to be relocated or reconstituted. It addresses the NAVMETOCCOM staff but will also be of value to activities located outside of Stennis Space Center. This plan explains the MEFs, the concept of activation, relocation, and alternate facility operations, planning responsibilities, logistics, and testing and training of the plan for the NAVMETOCCOM staff at Stennis Space Center.

2. Introduction. NAVMETOCCOM provides Navy, Marine Corps, and Department of Defense forces an asymmetric war fighting advantage through the application of oceanographic sciences. Continuity of operations planning minimizes the risks and disruptions to our mission associated with national security emergencies and events. Following the Category 4 Hurricane *Katrina*, which brought unprecedented destruction to the Mississippi Gulf Coast on Monday, 29 August 2005, operations were severely affected and negatively impacted. In order to ensure we do not have a repeat of this operational impact, the COOP has taken on increased importance.

3. Purpose. This plan delineates the NAVMETOCCOM policy and responsibilities for implementing the COOP. This plan takes into consideration known threats and minimizes their impact by following planned actions. Guidance on safeguarding personnel, facilities, and equipment; conducting preparatory and emergency operations to minimize the effect of destructive weather; and immediately restoring operations essential to mission accomplishment is provided.

4. Applicability and Scope. This directive applies to all personnel assigned to NAVMETOCCOM at Stennis Space Center, MS. All personnel assigned to NAVMETOCCOM, regardless of locality, shall be familiar with this plan.

5. Essential Functions. MEFs are the critical functions that need to be restored in priority order following a disaster to ensure NAVMETOCCOM can continue providing support to its customers. The table below outlines the MEFs for this command.

Priority	Essential Function
1	Command and Control
2	Budget

Table 1 - CNMOC Mission Essential Functions

6. Concept of Operations. There are three phases of a disaster: pre-event, trans-event, and post-event. COOP actions must be addressed during all three phases.

Pre-Event Phase: Only preparation for military operations will take priority over actions to decide, coordinate, alert, and implement readiness measures and to protect personnel and critical resources, through dispersal or relocation, for reasons of survival. This phase can occur months before to 24 hours before the event.

Trans-Event Phase: Giving priority to military operations, succession of key leadership and relocation of emergency relocation staff (ERS) personnel are primary concerns during this phase. Actions include ERS deployment, site activation, reception, devolution of Command and Control, execution of MEFs, and, if necessary, staff reconstitution. This phase spans the time period 24 hours before the event to 48 hours after the event.

Post-Event Phase: Focus is on military operations, communications, transportation, and resource recovery. Actions during this phase include: sustaining functions that allow the ERS to conduct their MEFs, managing personnel transportation and augmentations, and coordinating site activities. Planning begins for return (recovery) of staff and their functions to a permanent location.

a. Pre-Event Phase: Activation and Relocation

(1) Decision Process. The decision process for executing the COOP will vary depending on the type of national security emergency. For all emergencies, the Commander, the Deputy Commander, Chief of Staff, or a designated representative will order the implementation of the COOP upon evaluation of the situation. For national emergencies with minimal to no prior warning, the implementation of the plan will occur within 6 hours of the emergency. Hurricanes are a type of natural disaster that provide sufficient warning prior to ordering the implementation of the COOP. If activation of the COOP is

necessary, the order should be given prior to the setting of Tropical Condition of Readiness (COR) III (destructive force winds within 48 hours).

(2) Alert, Notification, and Implementation Process. Once the decision to execute the COOP has been made, all staff personnel, subordinate activities, and senior activities will be notified. For all emergencies, the CNMOC Oceanography Operations Watch (COOW) will notify Chief of Staff, Naval Meteorology and Oceanography Command, Commanding Officer, Fleet Numerical Meteorology and Oceanography Center, Commanding Officer, Naval Oceanographic Office, Commanding Officer, Naval meteorology and Oceanography Professional Development Center, Commanding Officer, Naval Oceanography Operations Command, Superintendent, U.S. Naval Observatory, Commander, and Undersea Surveillance. For emergencies with prior warning, the chain of command will ensure all personnel are notified of COOP implementation and will report completion of notification to the COOW. If there is no prior warning, all personnel will be notified of the decision to implement the COOP as they muster in accordance with the NAVMETOCCOM muster plan.

Personnel who must relocate to alternate locations will face difficulties. The primary NAVMETOCCOM alternate location is Fleet Numerical Meteorology and Oceanography Center (FLENUMMETOCCEN) in Monterey, CA. The following personnel will relocate to alternate locations:

ERS Position	Alternate Site
N00	CNMOC
N01	CNMOC
N0T	CNMOC
N1	NMOC Norfolk, VA
N1B	PERS 449, Millington, TN
N11	PERS 449, Millington, TN
N2	FNMOC
N4	PERS 449, Millington, TN
N4B	PERS 449, Millington, TN
N42	PERS 449, Millington, TN
N421	PERS 449, Millington, TN
N6	Not Required
N7	PERS 449, Millington, TN
N8	NMOC Norfolk, VA
N3/5	FNMOC
NAVOCEANO Code N3 Representative	FNMOC

Commercial airline transportation from the Gulfport or New Orleans airport may be difficult to obtain in the event of an emergency. It may be required for personnel to drive to an alternate airport such as Memphis, Atlanta, or Pensacola for transport to their alternate location. This is why the decision to implement the plan must be made as early as possible.

The N3/N5B, N31, N32, N321, N51, N511, N512 will muster at the Emergency Operations Center (EOC) at the Naval Oceanographic Office to help man the Battle Watch positions. The EOC will ensure that all primary buildings remain manned during the trans-event and post-event phases.

Three Iridium phones will be maintained by CNMOC and will be distributed to the Commander, Chief of Staff, and Deputy Commander during the pre-event phase.

Upon ordering of COR III, all classified material (including hard drives, paperwork, and recordable media) will begin to be secured in properly-rated interior safes. NIPR and SIPR computers will be moved into interior spaces.

(3) Leadership - Orders of Succession: An organization requires the ability to manage and direct its essential functions and operations. However, there may be times when the leadership is unable to execute this direction. Thus, an order of succession must be prepared in advance. The succession will occur when directed by the person being succeeded or if he/she is unexpectedly out of communications after an emergency for more than six (6) hours. The succession order for the NAVMETOCCOM leadership is provided below:

CNMOC LEAD	SUCCESSOR
Commander	Deputy Commander
Deputy Commander	Chief-of-Staff
Chief of Staff	CNMOC N3/N5
CNMOC N3/N5	CO FNMOC

b. Trans-Event Phase:

(1) Devolution: In the event of a worst-case scenario in which NAVMETOCCOM leadership is totally incapacitated, all essential functions and responsibilities will be transferred to a different location. Most succession chains include someone who is not located at Stennis Space Center. In the event of a worst-case scenario, the first person in the order of succession not located at Stennis Space Center will assume responsibility.

The assignment of responsibilities prior to the event is key to ensuring Command and Control is maintained during and immediately after an event. Table 2 assigns responsibilities to be executed during the trans-event phase and into the post-event phase. All positions will report directly to the Assistant Chief of Staff (ACOS) for Operations, Plans, and Policy (N3/5) pertaining to these assignments.

Position	Location	Responsibility
CNMOC N3/5	FNMOC Monterey, CA	Coordinate Event Operations
CO, FLENUMMETOCCEN	Monterey, CA	COO Support, Host Alternate Facility, Mustering Support
Senior Detailer, PERS-449, Millington, TN	NAVPERSCOM Millington, TN	Coordinate personnel muster with CNMOC N1, COOW, NAVOCEANO, and FLENUMMETOCCEN

Table 2 - Event Responsibilities

CNMOC East (N7C) will become the primary interface in Norfolk, VA, and Commander, Undersea Surveillance will support CNMOC East with recovery efforts and coordination.

The CNMOC Chief of Staff (N01) will serve as the primary point-of-contact for interactions with NASA.

The CNMOC Deputy Commander (N0T) will assume overall responsibility for the Area Marshals, and all CNMOC Public Affairs personnel will report directly to N0T during disaster recovery. N0T will serve as the primary point-of-contact for interactions with FEMA and state and local governments.

(2) Vital Files, Records, and Databases: Critical computer files and electronic media must be backed-up to the alternate facility upon execution of the COOP. Key records that will need to be transferred are outlined in Table 3.

Vital File, Record or Database	Form of Record (e.g. hardcopy or electronic)	Pre-positioned at Alternate Facility	Hand Carried to Alternate Facility
COOP	Electronic	X	
Command Contact List	Electronic	X	X
Recall Roster	Electronic		X
T-AGS Ship Info	Electronic	X	
Current Budget	Electronic		X
Personnel Accountability Database	Electronic	X	X

Table 3 - Key Records to be Transferred

(3) Battle Rhythm: The battle rhythm is a key component in ensuring that all personnel are aware of the different avenues of communication and when they will be conducted. Meetings internal and external to Stennis Space Center are necessary to inform all parties of the status of operations and facilities. A potential battle rhythm based on previous experience is:

Time (CDT)	Meeting	Attendees
0700	NASA Coordination Meeting	NASA LNO
0800	Muster Update	BWC
0800	Navy Stennis Coordination Meeting	Navy Stennis Leadership
0900	COOP Coordination Cell	Navy Stennis Leadership
		N3/5
		DOO EXW
		PERS-449
1300	Muster Update	BWC
1630	JTF Conference Call	Senior Officer @ Stennis
1800	Muster Update	BWC
1800	NAVMETOC Coordination Meeting	NAVMETOCCOM Leadership

c. Post-Event Phase: All responsibilities outlined in Table 2 are authoritative until the Commander has declared the event completed. Reconstitution of NAVMETOCCOM will be one of the final occurrences in the event. Two alternate plans for reconstitution exist. The first plan will be implemented if the command facilities at Stennis Space Center sustain minimal damage and are suitable for operations. The second plan will be

implemented if the facilities sustain significant damage and are not suitable for operations. It is possible for some functions to be reconstituted at Stennis while others must continue to operate at an alternate facility.

If the Commander deems command spaces suitable for operations following a national emergency, NAVMETOCCOM will reconstitute at Stennis Space Center upon the order of the Commander. All personnel must be contacted by the COOW to notify them of where and when to reconstitute.

If the Commander deems command spaces not suitable for operations, NAVMETOCCOM will continue alternate facility operations. Further personnel relocations will be necessary to continue full operations. The COOW will notify all personnel of their specific reconstitution plan. In the event of split operations, the Chief of Staff will assume responsibility for operations and repairs necessary at Stennis Space Center.

7. COOP Planning Responsibilities. Overall responsibility for the COOP rests with the Plans Officer. Each department will be responsible for ensuring their portion of the COOP is current, executable, and coordinated with the Plans Officer. The plan will be reviewed at least annually to ensure it is current and applicable. Table 4 lists specific responsibilities:

Responsibility	Position
Update COOP, annually	N51
Plan COOP Exercises, annually	N51
Develop and lead COOP Training, annually	N51
Update Personnel Accountability Database, annually	N1
Update Telephone rosters, monthly	N1
Review status of vital files, records, and databases, monthly	ACOSs
Conduct alert and notification tests, semi-annually	N31
Review Order of Succession, annually	Commander and ACOSs
Review Draft Travel Orders, monthly	ACOSs

Table 4 - COOP Planning Responsibilities

8. Tests, Training, and Exercises. Tests, training, and exercises familiarize staff members with their roles and

responsibilities during an emergency, ensure that systems and equipment are maintained in a constant state of readiness, and validate certain aspects of the COOP. All NAVMETOCCOM staff personnel must know their roles and responsibilities pertaining to the COOP. Each ACOS must ensure every individual is trained and prepared to execute their portion.

The COOP will be exercised during the annual Hurricane Exercise to ensure all aspects of the plan and procedures are executable. The Current Operations Officer will further conduct alert and notification tests semi-annually. These tests will ensure awareness of the notification procedures and that contact information is correct.